

DUTY STATEMENT

GS 907T (REV. 08/01)

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

11387-FMD

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division		POSITION NUMBER (Agency - Unit - Class - Serial)	
UNIT NAME AND CITY LOCATED FMD/HQ - Fiscal Unit - West Sacramento		CLASS TITLE Associate Governmental Program Analyst (AGPA)	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		SPECIFIC LOCATION ASSIGNED TO 707-3 rd Street, 3 rd Floor, West Sacramento	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-100-5393-025	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under direction of the FMD Fiscal Manager, the incumbent independently provides the complex analytical support for various fiscal needs associated with the Facilities Management Division (FMD).			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
35%	<p><i>The Department of General Services' (DGS) Core Values and Employee Expectations are the key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS Employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</i></p> <p>To ensure the proper policies and procedures are being followed, the following work will be performed in accordance with the principles and guidelines of the Department of General Services State Administrative Manual (SAM), the Department of Finance (DOF) Budget Letters and the Governor's Executive Orders, the Facilities Management Division (FMD) strategic plans, DGS's Office of Fiscal Services (OFS) and Office of Human Resources (OHR).</p> <p>The Associate Governmental Program Analyst (AGPA) interacts with the Division Deputy Director and the Assistant Chiefs of the Facilities Management Division. The AGPA analyzes the overall funding streams and programs for the FMD. The AGPA makes independent recommendations involving projects authorized using these funds. The AGPA is independently responsible for ensuring project funding is encumbered and reconciled appropriately to guarantee that funding is not lost for current and future projects. The AGPA is responsible for but not limited to the following tasks:</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to monitor the Facilities Management Division's Special Repair Projects both in the Service Revolving Fund (SRF) and Architecture Revolving Fund (ARF) according to published guidelines:</p> <ul style="list-style-type: none"> As the program subject matter expert, independently analyze and determine how project funds are identified and how to properly allocate funding for those projects using Special Repair Budget documents in Activity Based Management System (ABMS). Monitor, track and coordinate all technical phases of projects including new start, fund transfers, use of project funds and schedules, establishment of construction completion dates and project closure process using ABMS and Microsoft Excel source documents. 		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

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	<ul style="list-style-type: none"> Analyze projects over-expenditures and scheduling delays using ABMS and Microsoft Office Software and prepare viable solutions verbally or in writing to the Administration Manager, Assistant Chiefs or Deputy Director and recommend appropriate use of available budget to ensure the projects are funded appropriately and timely.
25%	Independently identify necessary funding and make recommendations for DGS Facilities by analyzing and evaluating Project Status Reports, ABMS fiscal tracking database, and Excel tracking documents created by the analyst to determine where funding may be available and make recommendations to the FMD executive management team on how to fund.
20%	<p>In order to independently analyze and monitor project records according to published guidelines:</p> <ul style="list-style-type: none"> Accurately and timely preparation of Form 22's, transmittal letters and funding transfer requests using ABMS Project Data and Microsoft Office Software, to analyze, identify and determine funding transfer amounts, and location from which to transfer to fund other Special Repair Projects. Identify all necessary funding for FMD projects by analyzing and evaluating summary project status reports and make recommendations as needed to allocate funding appropriately for Special Repair Projects. On an annual basis, transfer project dollars from SRF to ARF after detailed and thorough analysis using standard fiscal documents.
10%	<p>In order to support the Office Building Manager (OBM), in carrying out the Special Repairs Project Program in accordance with published guidelines:</p> <ul style="list-style-type: none"> Receive, identify or verify funding for official Special Repair project requests that are received in FMD Headquarters from FMD Management Units and submit funding recommendation to FMD executive management for approval. Gather, analyze research and interpret a variety of data that will assist with developing comprehensive Division Directives that thoroughly address the Special Repair process using Division Branch Directive formats (Information Mapping). Develop and conduct training for Building and Regional Managers in the Special Repair funding process. Develop methodologies for accurately tracking special repair project costs to buildings by using ABMS and other automated systems. Provide broad technical information and guidance to FMD Managements Units to ensure accuracy and completeness of all required documents for contract preparation including a thorough analysis of contracts' scope of work.
5%	<p>In order to prepare Special Repair and 5 Year Plan Project Packages for the FMD Annual Budget Process in accordance with published guidelines:</p> <ul style="list-style-type: none"> Develop, analyze and revise comprehensive procedures for the Regional Budget Packages by reviewing annual special repair procedures and prior year special repair report submittals. Monitor and Track special repair project packages as they are received and reports to Administration Manager using both clear and concise verbal and written communication. Receive, compile, review for accuracy and work with the regional managers to correct the annual special repair project packages by Region, ensuring completeness and accuracy, and provides the Assistant Branch Chiefs their respective Region packages. Develop the special repair project listing using various technical and specialized source documents such as the special repair documents, FMD financial plan and budget change proposals. Present detailed final fiscal year listing of Special Repair Projects to the Administration Manager, Assistant Chiefs and Branch Chiefs. Support the managers in preparing for annual Regional Budget meeting by gathering data and presenting it in a thorough, clear and concise written format using Microsoft Office Software.
5%	<p>MARGINAL FUNCTIONS May be called upon for back-up analytical support to other fiscal areas as needed.</p> <p>KNOWLEDGE AND ABILITIES Knowledge of: Principles, practices, and trends of public and business administration, management, and</p>

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	<p>supportive staff services such as budgeting, personnel, and management analysis; governmental functions and organization; and methods and techniques of effective conference leadership.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ability to organize and set priorities. • Desire to work with financial documents • A working knowledge of Microsoft Applications such as Word and Excel. • Ability to learn and become knowledgeable of DGS financial processes. • Attention to details – interest in tracking and monitoring over 250 projects in two funding sources. • Working knowledge of ABMS. • Excellent written and verbal communication <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Mature judgment, loyalty and discretion. • Ability to work closely with Regional and Building Managers in reporting project funding. • Ability to work closely with DGS Accounting in tracking funding. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Work well in a team environment. • Commitment to quality customer service. • Maintain required job schedule. • Receive and follow directions from supervisors. • Excellent organization skills. • Good attendance and punctuality record. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Communicate confidently and courteously in a diverse community. • Appropriate business attire for professional office. • Multitask, meet deadlines, and adjust to changing priorities. • Daily use of PC and related software applications at a workstation. • Minimal travel may be required.